

Answers to Questions for RFP 240005, “Restoring Housing Justice in a Tourist Destination: Integrating Housing, Equity and Conservation to Build Resiliency at Lake Tahoe”

Primes, Teams and Subconsultants

1. Question: Can TRPA contract consulting partners for individual subtasks rather than the whole project?

Answer: Yes

2. Question: Can prospective consultants partner/subcontract with another organization to divide tasks?

Answer: Yes

3. Question: What is the role of non-profits or community collaborative groups in this Request for Proposals?

Answer: Non-profit organizations may apply individually or as part of a team just as a private firm could. Additionally, non-profit organizations and community collaboratives may have conducted community engagement and diversity, equity and inclusion processes that may be built upon during the “Restoring Housing Justice” project.

4. Question: Is it more advantageous to apply as a team or individually?

Answer: If TRPA can find a consultant team that provides the value needed, it is our preference to contract with one consultant team. However, if TRPA will achieve a better value by contracting separately on certain tasks, then we will contract separately. TRPA will consider each sub-consultant as a separate firm for purposes of the RFQ and may propose splitting teams to obtain the value sought. Thus, there is no disadvantage to submitting as part of a team.

5. Question: Page 7 mentions an “RFQ portion of the facilitation”. Which section(s) of the RFP/RFQ is considered the “RFQ portion”?

Answer: The entire RFP is considered the RFQ. A section on page 7 reads: “TRPA will consider submittals from consultant teams as well as individual consulting firms. As part of the **RFQ portion** [emphasis added] of this solicitation, each subconsultant submitting as part of a project team will also be considered for qualification under the RFQ, and qualified firms will be eligible to bid on future RFPs related to this work. For the scope described below, TRPA anticipates selecting one consultant team to complete the work, however TRPA reserves the right to make a final selection that is a combination of firms submitting under different proposals, subject to agreement by all parties. TRPA will take into consideration the preference of firms that submit under one proposal to work together. TRPA reserves the right to divide the work into two or more separate elements and may use this RFP/RFQ to award some elements of the contract immediately, while qualifying other firms to bid on future contracts related to the project.”

While TRPA anticipates contracting by the end of 2023 with one or more firms to complete the tasks described in the “consultant deliverables” section, TRPA may split up the work, or may choose to contract initially on certain tasks, bidding out later tasks under subsequent RFPs to firms that have qualified under the RFQ.

Budget

6. Question: Does the total budget allocated for the consultant include the Higher Impact Transformative (HIT) allocation grant request and Leveraged TRPA Funds, with an understanding that TRPA staff may receive up to 40% of the funding?

Answer: In the “Budget” section on page 13 of the RFP, the term “total grant award” in the sentence “TRPA will retain between 30 – 50 percent of the total grant award for staff costs and other grant-related expenses” refers to the total of \$2,412,475 awarded by the California Department of Housing and Community Development to TRPA. It does not include the leveraged TRPA funds.

7. Question: On page 11, under Scope of Work task 6(b)(vi), the RFP describes funding to support the needs of community-based organizations through incentives such as grants, stipends, or compensation, and that such funding should be incorporated into the proposal. Should proposals include such funding as part of direct costs in the consultant budget, similar to a subconsultant cost; or, should proposals assume that TRPA would provide such funding directly to community-based organizations, with consultant advice and coordination with TRPA staff on the potential scope of need and funding amounts?

Answer: Proposals should include such funding as part of direct costs in the consultant budget.

Proposal

8. Question: Can you confirm that the project schedule should be included in the main proposal, and not separately with the cost proposal?

Answer: The main proposal should include the project schedule. Additionally referencing project schedule in the cost proposal may prove helpful and appropriate.

Evaluation

9. Question: As part of the proposal, TRPA requests that we describe “up to three similar projects.” Is the entire team limited to just three projects? Or can we provide three projects per team member?

Answer: On page 19, Item 5 of the “Minimum Proposal Requirements,” the RFP states: “*Related Projects: Describe up to three similar projects the consultant has completed successfully (within budget and the allotted timeframe), how these relate to or are similar to this proposal, and whether any of those projects were based on work in the Tahoe region.*”

The consultant may describe more than three projects in order to illustrate the breadth of experience of the entire team. TRPA has updated the RFP to read “at least three similar projects.” If a firm submitting as part of a team does not describe three projects specifically related to their firm, that will not necessarily disqualify them from being deemed “qualified” under the RFQ. However, firms submitting as part of a team may choose to describe similar projects in order to better demonstrate their qualifications.

10. Question: Are we able to submit more than 3 related projects? Is it metric per firm, only for the prime, all firms combined?

Answer: See answer to Question 9, above. If this does not answer your question, please e-mail kfink@trpa.gov with additional clarification.

Engagement/Capacity Building

11. Question: How does TRPA define "surrounding communities"? ("Bidder's inclusion of at least one member of the community engagement team that is based in the Tahoe Region or surrounding communities.")

Answer: Ideally at least one member of the community engagement team will be located in the Tahoe basin to keep travel costs low, however someone based in Truckee, Reno, Carson City, or the Carson Valley may also be acceptable.

12. Question: Does TRPA allow incentives to be used for public engagement participation?

Answer: Yes

13. Question: Is it expected that the Community Planning Toolkit be translated into Spanish?

Answer: Depending on what is ultimately included in the Community Planning Toolkit, TRPA anticipates that a significant portion of the Toolkit will be translated into Spanish.

14. Question: In the RFP, you refer to the Community Planning Toolkit as something that would be drawn from #3 a + b, noted below. In the RFEI, the toolkit was mentioned in both the Subtasks Community Engagement 1.2 and Disseminating Lessons Learned 1.3 but not in Subtask 1.1 which #3 below seems to refer to.

Answer: Page 11 of the RFP reads: “*Community Planning Toolkit: The Community Planning Toolkit deliverable is multifaceted and flexible and should draw from work in 3a and 3b, above.*” This should have read “...should draw from work in 6.a and 6.b, above.” TRPA has corrected this in the RFP.

15. Question: On page 11, under Scope of Work task 6(b)(vi), the RFP describes funding to support the needs of community-based organizations through incentives such as grants, stipends, or compensation, and that such funding should be incorporated into the proposal. Should

proposals include such funding as part of direct costs in the consultant budget, similar to a subconsultant cost; or, should proposals assume that TRPA would provide such funding directly to community-based organizations, with consultant advice and coordination with TRPA staff on the potential scope of need and funding amounts?

Answer: Proposals should include such funding as part of direct costs in the consultant budget.

16. Question: Are there any models that TRPA had in mind for the community engagement and capacity building training?

Answer: When crafting the grant application to the State of California, TRPA referenced the State of California's Capitol Collaborative on Race and Equity (CCORE) training. Attachment B of the RFP, on page 55 of the .pdf includes this language which was included in TRPA's application to the state: *"The state of California and the federal government have developed several executive orders that mandate state and federal agencies to address equity in their agencies, planning, programs, and implementation. However, many regions have been left behind without agency staff having the training and know-how to meaningfully address equity questions in grant applications, reports, and other statewide planning documents, including Housing Elements. Many state agencies have had staff that have participated in the Capitol Collaborative on Race and Equity (CCORE) which has no equivalent at the regional or local level. This type of training enhances staff's ability to understand the importance of cultural competency, community engagement, why the state is focused on disadvantaged communities, and how to more comprehensively address climate, housing, and economic development through an equity lens. The Proposed Use will not provide an extensive training such as CCORE but will provide a foundation to regional entities to understand the basis for equity and developing meaningful community engagement."* TRPA is also open to other models for training that would achieve similar objectives.

Equity and Climate

17. Question: Does TRPA have specific equity and climate goals from local (and other) planning efforts that you would prioritize for the assessment and/or would you like consultant support to help with that prioritization? In the RFP, there were several potential plans that could inform the evaluation, including some that are underway, from state, regional, and local entities.

Answer: TRPA would like consultant help to identify key goals from the different planning efforts. Recognizing the broad nature of the numerous reports and plans available, the consultant may place limits on the number of reports to be reviewed, or the amount of time spent on this. TRPA expects that an early aspect of the assessment will be to utilize TRPA and stakeholder expertise to identify the key plans that should be reviewed. Some key plans related to equity are included as attachments to the RFP. TRPA notes that the RFP lacked links to sustainability or climate plans. Several links have been added to the RFP.

18. Question: To what extent will evacuation needs be included in the project deliverables?

Answer: The Equity and Climate Assessment in Deliverable #2 of the RFP, particularly item 2b, as well as the environmental analysis will determine the extent to which evacuation needs will be considered. Item 2b is specifically intended to generate data on the impacts of different housing types with respect to the overarching goals of the project, including equity and climate, which could include evacuation impacts. Law enforcement, fire agencies, and first responders are the lead agencies in the Tahoe Basin for evacuation planning and emergency response, not TRPA, however TRPA must consider the impacts to evacuation plans when analyzing changes to the TRPA Regional Plan.

Environmental Analysis

19. Question: Are you anticipating the preparation of a joint CEQA-NEPA document?

Answer: The environmental document must comply with TRPA requirements for environmental analysis (see Article VII of the TRPA Compact, Article 6 of the TRPA Rules of Procedure, and Chapter 3 of the TRPA Code of Ordinances.)¹ The document will not be a formal CEQA document but will include responses to CEQA questions, to assist local jurisdictions with completing CEQA analysis for Area Plan amendments.

20. Question: What level of environmental analysis are you anticipating? Mitigated Negative Declaration? Environmental Impact Report?

Answer: The TRPA Initial Environmental Checklist² will determine the level of environmental analysis required but TRPA is budgeting sufficient funding for an Environmental Impact Statement if needed.

21. Question: The RFP assumed environmental review of at least three alternatives. Will you be providing the details of those alternatives?

Answer: The details of the alternatives will be based on outcomes from Deliverables 3 and 4 (page 9 of the RFP).

22. Question: How will the environmental analysis for the 2025 Regional Transportation Plan (RTP) (RFP #240008) relate to the environmental analysis for the “Restoring Housing Justice” project?

Answer: The RTP analysis will most likely be fully complete before the “Restoring Housing Justice” environmental analysis begins. Thus, the “Restoring Housing Justice” environmental analysis will likely draw from the RTP analysis.

¹ <https://www.trpa.gov/regional-plan/>

² https://www.trpa.gov/wp-content/uploads/IEC-Form_02-2022.pdf

23. Question: Will the transportation model runs for the 2025 Regional Transportation Plan Environmental Analysis and Technical Services (RFP #240008) and the Restoring Housing Justice project be done by a consultant or in-house?

Answer: The model runs will be conducted in-house, however TRPA may utilize consultant help developing the input files for the Restoring Housing Justice project model runs.

Other

1. Question: When TRPA requests a table of hourly rates, do these rates need to include details on how much of the rate is for administrative costs and overhead, or can they be the “fully loaded” rates without that additional detail?

Answer: The rates do not need to provide detail on how much of the rate is for different cost elements, such as administrative and overhead.

2. Question: Will the information included in proposals submitted to TRPA be released under FOIA or Right to Know? If yes, will Contractors be given the opportunity to provide an exception if certain information is confidential or proprietary to the company?

Answer: Page 15 of the RFP under “Public Records” stated: “*The documents submitted in response to this RFP should be considered public information and subject to disclosure. Restrictions on any information submitted will render a bid non-responsive.*” In this RFP TRPA has requested hourly billable rates. As noted in the answer above, these rates can be high-level, and do not need to contain detail on administrative or other costs that are rolled into the overall rate. Because these rates may be used in final selection of a contractor, they must remain part of the public record. However, if a bidder wants to submit detail on the rates, such as the breakdown of administrative costs, these may be submitted under separate cover describing the information enclosed and specifying that it must remain private or be redacted in the case of a public records request. However, if the bidder is awarded the contract, any information included in the contract will become public record. TRPA has updated the language on page 15 of the RFP to read “Restrictions on any information submitted, with the exception of the detailed breakdown of hourly rates, may render a bid non-responsive.”

24. Question: Do you have a range of the additional housing units that would be generated under this effort? If so, please provide.

Answer: This project is intended to incentivize housing that is affordable to households that meet state and federal definitions for affordable and moderate-income housing, as well as housing for individuals and families with household members employed by Tahoe- or Truckee-based employers, whose incomes may be above the state and federal income limits. It could apply to both deed-restricted housing as well as housing that is affordable by design but not deed-restricted. While TRPA does not have specific numeric targets for different housing types, TRPA is orienting its efforts around achieving, together with other efforts by basin partners, the overall housing needs as identified in several Regional Housing Needs Assessments. A summary of the most recent needs assessments can be found here: <https://www.trpa.gov/wp-content/uploads/Summary-of-Housing-Need-by-Income-Level-from-Regional-Housing-Needs-Assessment-Documents.pdf>.

25. The RFP states that Selection of Consultants for interviews will be November 10th. November 10th is a holiday. Will consultants still be notified on November 10th?

Answer: Consultants will be notified on Monday, November 13 of selection for interviews. The RFP has been updated.